



EXAMINATION OPEN TO THE PUBLIC

MENTAL HEALTH SERVICES MANAGER

ANNUAL \$75,653
SALARY: \$97,032

SALARY
GROUP: MP 63

APPLICATION CLOSING
DATE: JANUARY 19, 2012

EXAM
NO: 111060OCJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Mental Health and Addiction Services, this class is accountable for managing fiscal/administrative functions and activities of a mental health facility.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY JANUARY 19, 2012:

GENERAL EXPERIENCE: Eight years of experience in business administration or health care administration involving responsibility for financial management or budget development.

SPECIAL EXPERIENCE: Four years of the General Experience must have been in **professional** mental health, mental retardation or general hospital administration.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in Public Health, Public Administration, Business Administration with a specialization in health services or hospital administration or a Master of Social Work with a concentration in either administration or policy and planning may be substituted for one year of the General Experience and one year of the Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of principles and practices of public administration; considerable knowledge of principles and practices of mental health facility administration; considerable knowledge of mental health policies and systems; considerable knowledge of Joint Commission on the Accreditation of Hospitals and other relevant accreditation standards; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Mental Health Services Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Mental Health Services Manager cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience in the management of administrative and fiscal services and budget development. Detail your experience in the formulation of an agency/organization/department capital and operating budget, annual spending plan, and program budget. Include experience in the full range of managing and supervising fiscal administration and facility support services. Detail your experience in utilizing EDP systems for financial records, reports, and analyses (2) Experience in mental health, mental retardation or hospital administration. Include information regarding the specific programs for which you were responsible, analyzing programmatic and organizational problems and recommending solutions. Be specific regarding administrative experience providing clinical and/or administrative supervision including scheduling, assigning work, evaluating employee performance and administering disciplinary action when necessary. Describe your leadership responsibilities including the size and purpose of the team/project/unit for which you were responsible and your role in the coordination, supervision and monitoring of activities. Also, include any experience preparing contracts, policies and procedures, goals and objectives. (3) Oral and written communication. Be specific in describing your experience conducting presentations, workshops or training sessions, including the audience reached and the topics involved and representing the organization on various boards and commissions. Include experience providing assistance and fiscal oversight to community providers. Describe experience preparing and interpreting financial and statistical reports, conducting special studies and preparing reports of findings, analyzing and evaluating data, programs and projects and formulating recommendation based on that analysis, and preparation of statistics and reports of accreditation surveys and/or inspections. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 19, 2012.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by February 29, 2012.** (8) A separate application/examination package must be submitted for each exam you are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.